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Page Last Updated: October 14, 2014
Information Review and Release Group (IRRG)

(U) The Information Review and Release Group (IRRG) is responsible for managing the Agency's legally mandated and discretionary information release programs. This includes public and official demands pursuant to the Freedom of Information Act (FOIA) of 1966, the Privacy Act of 1974, mandatory declassification review provisions included in Executive Order 13526, and the IC-mandated Publications Review Board (PRB).

(U) A talented cadre of Information Review and Release Analysts (IRRAs) and Information Review Officers (IROs) represent each directorate and thoroughly review Agency information and equities. These dedicated officers work tirelessly to ensure the timely, accurate, and careful release of Agency material.

RESUME SUBMISSION GUIDELINES

PROTECTING CIA INFORMATION

(U) Whether you are retiring or looking for a position outside CIA at any stage of your career, you must submit your resume (including online career profiles) to the Publications Review Board (PRB) for review prior to its use. The PRB will determine that the information in your resume is unclassified, and that it is appropriate for public dissemination. This guidance has been prepared to give you general guidelines on how to prepare your resume while protecting CIA equities and helping to expedite the review process.

WHERE CAN YOU FIND APPROVED LANGUAGE?

(U) The CIA's public website www.cia.gov/careers provides many examples of what can be said about the CIA in general. It is a particularly good source for descriptions of Agency careers. Please note that using unclassified information from CIA.gov job descriptions does not exempt your resume from the PRB's review process or guarantee expedited treatment. (b)(3) CIAAct

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COVER RESUMES

(U//~~AIUO~~) All cover resumes -- [ ] –
are first to be sent to the [ ] resume reviewers (email: [ ] The [ ] (b)(3) CIAAct
resume reviewers, now part of the [ ], will ensure that the resumes are cover consistent (b)(3) NatSecAct
prior to sending them to PRB for final approval. After review by [ ] the Publications Review Board (PRB) will
review and provide final approval, per AR 13-10. PRB ensures that cover resumes are reviewed by [ ] prior to (b)(3) CIAAct
providing customers with final approval. [ ] (b)(3) NatSecAct

[ ]

(C//NF) THINGS TO AVOID IN YOUR RESUME

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With few exceptions, no resume should include the following:

-Specific budget information (numbers, amounts, estimates)

-Specific Agency phone numbers or room numbers

-Specific numbers of personnel (such as how many employees work in an office or area, or how many persons one has managed or supervised)

-Agency-specific identifiers or designators (AINs)

-Agency buildings and specific locations (including stations and bases)

-References to cover/alias of any kind

-References to specific kinds of cover or cover relationships

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-References to specific sources, methods, targets, equipment, and covert activities or relationships

-Names or work phone numbers of other Agency employees

-Agency-specific, intelligence-related training (you may list generic management, personnel, or commercially available training)

-Organizational data below the Office/Center level or NCS Division level. Exceptions: The IG releases staff affiliation (audit, investigation or inspection); The NIC releases titles and names of National Intelligence Officers, and the titles and names of the heads of NIC staffs; OPA releases the names of spokesmen; OGC releases the names of Deputy General Counsels

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